

The Washington State ARCHITECTS NEWS BULLETIN

A publication of the Washington
State Board for Architects

June 2012

What's new

Policy updates

The board approved one new policy at the June 8 meeting. The policy clarifies the intent of the existing rule about incomplete applications.

Incomplete applications

RCW 18.08.350 Certificate of registration – Application - Qualifications
WAC 308-12-065 What if I don't finish the licensing process?

If a licensing applicant fails to complete the licensing process and his/her records show no activity for five consecutive years, the board will consider the application abandoned. No activity includes, but is not limited to:

- *Failure to submit the required documents within five consecutive years from the receipt of the most recent information submitted.*
- *Failure to provide the board with any written communication during five consecutive years indicating the applicant is attempting to complete the licensing process.*

If the application is considered abandoned, it may be archived or destroyed, and the applicant will be required to reapply for licensure and comply with the licensing requirements in effect at the time of reapplication.

Architects in Government

Are you an architect who is an employee of a business or organization that is not offering architectural services in this state? Are you employed as an in-house architect by a government entity, educational organization, institutional business, industrial company, or similar non-architectural business? Does the work you do include facility planning and preparing technical submissions for any construction or alteration of buildings owned by your employer?

If you answered “yes” to these questions, you may be wondering if your employer is required to obtain a business entity Certification of Authorization from the Board for Architects and list you as a “designated architect,” which then requires you to have ownership and financial responsibility for the organization. No, a Board certification is not required because your employer is not offering to practice architecture for others.

However, the following two things are important to remember:

1. If your employer is a business, it must have a Business License issued by the Department of Revenue (DOR), which classifies its business activities and the principal products and services it provides (but not to include architectural services). Your activity as an in-house architect does not require submitting a Registered Professional Design Firm Addendum to DOR.
2. Technical submissions that are prepared by you or under your supervision, if submitted to building authorities having jurisdiction, must be signed and sealed, which makes you the “architect of record” for each set of documents prepared for your employer’s use.

Use of Titles

Washington law and rule uses the title “architect of record” in conjunction with stamping and sealing for a specific project submitted to authorities having jurisdiction, and the title “designated architect” to identify those licensed architects in a business entity who have been authorized by the entity to sign and seal its technical submissions. Building officials most commonly use “architect of record” on building permits to identify the firm and/or individual who stamped and sealed.

In business relationships “Architect of Record,” “Designated Architect,” “Executive Architect,” “Project Architect,” “Design Architect,” “Principal Architect,” and other variations are identical or similar titles used by the profession of architecture to identify themselves or their participation on architectural teams, in joint ventures, or in supporting roles for the specific project.

Our law does not, nor does it intend to, instruct building officials, architects, or the media regarding identification of architects and use of titles in business circumstances.

Your board members:

Neitha Wilkey, AIA, Chair – Lakewood
Colin Jones, AIA, Vice Chair – Seattle
Benson A. Nielsen, AIA, NCARB, Secretary – Spokane
Rick Benner, AIA, Member – Sumas
Pamela J. Transue, Public Member – Tacoma
Blaine Weber, AIA, Member – Seattle
Charles F. Farrell, AIA, Chair – Camas

2012 Board Meeting Schedule

Meeting agendas and minutes are published on our [website](#) as they become available.

All meetings are scheduled to start at 9 AM

August 24, 2012	Department of Licensing, Olympia
October 19, 2012	Washington State University, Pullman
2013 meeting dates will be set at the October meeting	

The board is currently recruiting for one position. To be eligible, you must be a resident of Washington State and have at least 8 years experience in responsible charge of architectural work or teaching. If you are interested in applying for this position, please visit the Governor’s [website](#).

News from NCARB

As a reminder to interns pursuing initial licensure, you are required to abide by the program requirements defined in the *IDP* and *ARE Guidelines*, including but not limited to the following:

Intern Development Program (IDP)

- An IDP supervisor is the individual who supervises an intern on a daily basis and has responsibility for professional knowledge of the work.
- Direct supervision of an intern’s work may occur either through personal contact or through a mix of personal contact and remote communication such that the IDP supervisor has control over and sufficient professional knowledge of the work.
- Mentors can approve some supplemental experience opportunities.
- Supervisors and mentors should review the reports in a timely manner and only certify experience they are familiar with.

Architect Registration Examination® (ARE®)

- Candidates may form study groups to help prepare for taking the ARE.
- Candidates may discuss concepts highlighted in study materials.
- Practice programs and study guides are available to candidates to discuss and use to prepare for the exams.
- All exam questions and vignettes are copyrighted and may not be disclosed in any way.

Complaints and disciplinary activity

The Washington State Board for Architects regulates the industry by investigating complaints of unprofessional conduct and incompetence against licensees, and issues of unlicensed practice. When a complaint is received by the board, an initial investigation is started to gather information about the situation, and usually involves contact with the subject of the complaint (the respondent).

Current Cases:

Unlicensed practice	3
Unprofessional conduct	1
Total open cases:	4

A board member is assigned as a case manager and serves as the technical expert. The investigation process can be lengthy and the case has several possible outcomes. The case may be closed by the board with no further action if not enough evidence is found to support the complaint or the respondent quickly remedies the situation. For more serious issues, the board may issue a statement of charges against the respondent, with sanctions for each offense. The respondent has an opportunity for a settlement conference to negotiate the sanctions or can ask for a hearing.

Use of the words “architect,” “architecture” and “architectural” is a common basis for unlicensed practice complaints. The board regularly reviews unlicensed practice cases where the respondent advertised as an architect. In each of these cases, the board clarifies the protected status of this language according to RCW 18.08.310 and asks for compliance.

- If the respondent complies with the law, if no evidence supports the allegation, or if the respondent was appropriately using licensed architects to provide the architectural services, the board closes the case with no further action.
- If the respondent fails to comply with the law, the case manager recommends charges, with a corresponding sanction.

At the June 8, 2012 meeting, the board closed four cases:

Case	Allegation	Board Action
2011-03-0400-00ARC Keith Smith	Respondent used /copied prototypical drawings, signed engineering sheets, and put complainant’s name on the title sheet without permission.	The board closed this case with no further action and referred the complaint to the Board of Registration for Professional Engineers and Land Surveyors for possible unlicensed activity.
2011-08-0400-00ARC Fuller Building Design; Tom Fuller	Respondent submitted a Design Review Permit for a mixed use building with 35 residential units and 1900 square feet of retail/ commercial space to a city planning department and is not a licensed architect.	The board closed this case with no further action because RCW 18.08.410(8), in force until July 1, 2011, allowed any person to design buildings or do design work for any structure prior to the time of filing a building permit. The evidence submitted is dated June 4, 2011.
2012-03-0400-00ARC Alcova Architecture; Pietro Potesta	The Respondent’s website included language indicating the business was practicing architecture, although they had not applied for or obtained a Certificate of Authorization.	The Respondent has since applied for and been issued a Certificate of Authorization. The board closed this case with no further action.
2012-03-0401-00ARC Diagonal D LLC; Bruce Wellenbrink	Respondent listed “architectural services” on the application for a Master Business License, but had not applied for or obtained a Certificate of Authorization.	The Respondent has since applied for and been issued a Certificate of Authorization. The board closed this case with no further action.

Also at the June 8, 2012 meeting, the board accepted two agreed orders and one default order.

Case	Board Action
2011-03-0401-00ARC Hee Chang Kwon	Hee Chang Kwon submitted falsely-stamped plans twice, first with a fictitious license number and second with the stamp from another licensee whose license was revoked in 1978. Both plans were submitted to the City of Vancouver. Mr. Kwon admitted to making up the fictitious license number as well as finding and using the stamp from the revoked license. He was found to be in violation of the architect law, ordered to cease and desist from practicing or offering to practice architecture, and was assessed a \$1,000 fine.
2010-03-0405-00ARC Michael Tranfo	Michael Tranfo represented himself as a supervisor and mentor for Peter Tranfo as part of the Intern Development Program (IDP) during Peter Tranfo's application for professional licensing as an architect with the State of Vermont. However, Michael Tranfo and Peter Tranfo were not working from the same office. He was found to be in violation of the architect law, was assessed a \$5,000 fine, and his license was reprimanded.
2011-01-0400-00ARC Tuan Ngo; Tango Architect, Inc.	On or about March 1, 2011 Tango Architect, Inc. was registered with the Master License Service, Department of Licensing (now Business License Service, Department of Revenue). Mr. Ngo listed "Architect Service" as the type of product/service to be provided by Tango Architect, Inc. Mr. Ngo has not applied for or been granted an architect license in the state of Washington. He was found to be in violation of the architect law, ordered to cease and desist from practicing or offering to practice architecture, and was assessed a \$5,000 fine.

Licensee news

Congratulations! The Washington State Board for Architects and staff welcomed 59 new licensees to the profession between March 1, 2012 and June 15, 2012.

First License (24)		Washington Reciprocal License (35)	
Jason E. Christensen Jan Eric Frederickson Lee Kwang-Koo Hall Michael Joseph Hatcher James Robert Howeth Louisa Marie Cabrie Jauregui Christopher Charles Linden Lei Ma Katherryn Maria Morgan Eva Morris Hermesmeier Nicholas Donald Hons Devin S. Kleiner	Elijah Sky Lanigan-Durchslag Yue Hin Ng Timothy Michael Posey Taryn M.K. Rehn Krystal Ann Shockey David Eugene Smart Erik Douglas Voris Todd Jeffrey Voshell Zhen Wang Erin Elizabeth Wark Jonathan Bernard Wehri Nelson Robert Ian Withers	Lee Arnon John Joseph Bottaro Alan Howard Cobb Gary Bruce Coursey James Forrest Culpepper Victoria Grant David Michael A. Enomoto Ross P. Farland Wayne A. Fougere Michael Thomas Fries James Joseph Goodspeed Gabriel Hayes Headrick Stephen E. Hulsey Stephen Craig Jordan Gregg Renick Kirkendall Shane Jon Kitchens Charles A. Kotterman Michael Eldon Lambert	Richard Joseph Lavelle Ted Ray Locke Timothy Michael Mahoney Anthony F. Majc Ervin Edmund McMullen Barbara Anne Meek Kelly Boyd Morgan Gustavo Alfredo Penengo Todd Frederic Poliskin Raymond F. Rola John Christopher Schneider Matthew Shigihara James Dennis Stapleton Richard D. Sutton Larry G. Tidball Jacob M. Unzicker Timothy A. Zielke

Professional Development Requirements

Remember - as of **July 1, 2011** the new law regulating the profession of architecture requires continuing professional development hours (PDH). The board developed a flexible and liberal approach to implement the continuing education requirements. Visit our website for more information.

How many hours of professional development activities do I need?	You need to accumulate 24 professional development hours (PDH) over your 2-year renewal period. At least 16 PDH must address public health, safety, and welfare.
Where can I find a list of activities or classes?	Contact your professional associations, (American Institute of Architects Washington Council , American Institute for Architects) and related professions (National Society of Professional Engineers). Look at the list of qualifying activities on our webpage : it's possible that many of your existing activities qualify and you just need to record them.
How do I record my hours?	Keep track of the classes you attend or the activities you participate in – you can use your own method, the worksheet provided by the board or the American Institute of Architect Continuing Education System . Keep receipts or certificates of completion. If you don't have these records, keep the agendas, handouts, copies of book covers, etc. to show you were involved in the activity. You should keep these records for 5 years.
What if I get audited?	You'll be asked to submit your records and supporting materials. If the board determines you are missing hours or some of your activities don't qualify, we may require you to make up the shortage.
When do I start recording my hours?	Start recording your PDH now. The audits will start after July 2013.
What if I have more questions?	1) Visit the board's website : we have examples of qualifying activities, sample record keeping forms, and more. 2) Review the new rules , especially sections 308-12-250 through 308-12-290.

Do your fellow architects get these announcements?

They should. Please tell them to sign up to the Architects' ListServ electronic mailing list. They can join the Listserv by visiting our [website](#) and following these steps:

- Click "What's New", and select "Join Mailing list"
- Select the ListServ® link
- Select the "Join or leave the list (or change settings)" link
- Enter your email address and name, then select the join list button
- You will be sent a confirmation email, and then you will be added to the list

Keep your license active – remember these tips:

1. Renewal fees are due every other birthday and are your responsibility.
2. Renewal notices are a courtesy—you are accountable for renewing even if you don't receive a notice.
3. You should notify our office when you change your address: architects@dol.wa.gov or 360-664-1388.
4. Keep your professional development records current. Information and forms to assist you are available on our [website](#).

Skip a trip – go online: www.dol.wa.gov

*We are committed to providing equal access to our services.
If you need accommodation, please call 360-664-6597 or TTY 360-664-0116.*

Washington Board for Architects		Department of Licensing
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